

MONROE COUNTY

JOB DESCRIPTION

Position Title: Library Clerk Driver		Date: 08/04/99
Position Level: 4	FLSA Status: Non-exempt	Class Code: 4-9

GENERAL DESCRIPTION

Library work involving the application of library principles and practices in the specialized areas of technical services, collection maintenance, and driving library vehicles. Knowledge of cataloging phases and familiarity with computer usage in technical services and computer applications in a library setting are essential. Work is performed under the direction of the immediate supervisor and the Head of Technical Services.

KEY RESPONSIBILITIES

1. *Processes newly received purchases and gift materials, book and non-book, for use in the library collection, both headquarters and branches.
2. *Inputs computer data for catalog, shelf lists, or other files from copy provided.
3. *Physical preparation of materials for inclusion in collection
4. *Drives the library van to make regular delivery of new materials to the branches, from Key West to Key Largo, delivering returned materials to their proper branches on the return trip.
5. Prepares mail for delivery to post office.
6. Performs routine library tasks, including filing, and other clerical activities as assigned by the supervisor.
7. Responsible for recycling materials.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: LIBRARY CLERK/DRIVER	Class Code: 4-9	Position Level: 4
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Requires Florida Drivers License. May require evenings and Saturdays.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____